

City of Newton, Massachusetts
Administrative Site Plan Review Application

Planning & Development Department, 1000 Commonwealth Avenue, Newton, MA 02459, (617) 796-1120

The undersigned hereby makes application for Site Plan Review to erect and use, to alter and use, or to make such uses as may be hereinafter specified of a building or buildings at the location and for the purpose hereinafter specified under the provisions of Chapter 30-5(a) of the City of Newton Zoning Ordinances, Revised: 2001, as amended, or any other sections (**PLEASE REFERENCE SECTIONS**):

PLEASE COMPLETE THE FORM BELOW

DATE: _____

ADDRESS (of subject property) _____

SECTION(S) _____ BLOCK(S) _____ LOT(S) _____ WARD _____

APPROXIMATE SIZE OF SUBJECT PARCEL [sq. ft./acres] _____

TO BE USED FOR (Description of Project & Proposed Use):

EXPLANATORY REMARKS: _____

LAND IS LOCATED IN A _____ ZONED DISTRICT

The undersigned agree to comply with the requirements of the Zoning Ordinance in connection with this application.

PETITIONER _____ (PRINT)

PETITIONER'S SIGNATURE _____

ADDRESS _____

TELEPHONE (DAY & EVE.) _____ E-MAIL: _____

ATTORNEY (IF APPLICABLE) _____

TELEPHONE _____ E-MAIL: _____

PROPERTY OWNER
(PRINT) _____

ADDRESS _____

TELEPHONE (DAY & EVE.) _____ E-MAIL: _____

SIGNATURE _____ OF _____ OWNER

FEES (REFERENCE SEC.17-3 – CHECKS MADE PAYABLE TO: CITY OF NEWTON)

Application for Administrative Site Plan Review pursuant to Section 30-5(a)(2)(a)

\$350

APPLICATIONS WILL NOT BE ACCEPTED FOR REVIEW UNLESS THEY ARE COMPLETE. SEE PAGE 2 OF THIS APPLICATION AND SECTION 30-5(a) OF THE NEWTON ZONING ORDINANCE FOR A LIST OF REQUIRED SUBMITTALS.

INSTRUCTIONS FOR FILING PETITIONS FOR PROJECTS FOR ADMINISTRATIVE SITE PLAN REVIEW

1. The Inspectional Services Department determines when a project qualifies for review under Section 30-5(a)(2).
2. Once a determination has been made that a project qualifies for review under Section 30-5(a)(2) of the Zoning Ordinance, the petitioner is strongly encouraged to meet with one of the development review planners to discuss the application and the specific requirements for project.
3. Upon completion of the application and required plans, the petitioner can file their application and plans with the Director of Planning and Development. (See below.) ***Only complete applications will be accepted.***

FILING REQUIREMENTS

At Least (60) days prior to the application for a building permit, the petitioner shall file a site plan application for the proposed development with the Director of Planning & Development (the "Director"). Such application shall consist of **five (5) sets of plan(s)** prepared, as appropriate, by an architect, landscape architect, professional engineer or land surveyor. Such plan(s) shall be drawn at a suitable scale, on sheets no larger than twenty-four (24) by thirty-six (36). When more than one (1) sheet is required, a key sheet shall be provided. Except when waived by the Director, the application packet shall included the following information:

- ✓ Evidence of the petitioner's religious or nonprofit educational status;
- ✓ Boundaries, dimensions and area of the subject lot(s);
- ✓ Use of the existing building or structures on the subject lot(s);
- ✓ Existing and proposed topography of the subject lot(s) at two (2) foot intervals;
- ✓ Existing and proposed easements, if any;
- ✓ Existing and proposed wetlands and watercourses, if any;
- ✓ All existing and proposed buildings, structures, parking, spaces, maneuvering aisles, driveways, driveway openings, pedestrian walks, loading areas, and natural areas and landscaping on the subject lot(s) with the dimensions thereof;
- ✓ All facilities for sewage, refuse and other waste disposal, for surface water, drainage, utilities, proposed screening, surface treatment, exterior storage, lighting, and landscaping, including fencing, walls, planting areas, and signs;
- ✓ Façade elevations and floor plans for any proposed new construction and/or alteration to the existing building or structure;
- ✓ Filing Fee

Depending on the project, the Director may also require a parking and/or traffic study to assure a complete review of the project in the context of the surrounding neighborhood. *The petitioner is strongly encouraged to meet with one of the development review planners well in advance of filing to determine whether parking/traffic study will be required.*

REVIEW PROCESS AND CRITERIA

The Director, upon receipt of the site plan, shall transmit a copy to the Commissioner of Inspectional Services, the City Engineer, the Commissioner of Public Works, and the Fire Chief. Upon the receipt of any responses by the above-mentioned departments, the Director shall review said plans for compliance with the dimensional tables contained in Section 30-15 and with the parking regulations contained in Section 30-19. Further, the Director may consider the application in light of the following criteria:

1. *Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements, including regulation of the number, design and location of access driveways and the location and design of handicapped parking. The sharing of access driveways by adjoining sites is to be encouraged wherever feasible;*
2. *Adequacy of the methods for disposal of sewage, refuse and other wastes and of the methods of regulating surface water drainage;*
3. *Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the site;*
4. *Screening of parking areas and structure(s) on the site from adjoining premises or from the street by walls, fences, plantings or other means. Location of parking between any existing or proposed structures and the street shall be discouraged;*
5. *Avoidance of major topographical changes; tree and soil removal shall be minimized and any topographic changes shall be in keeping with the appearance of neighboring developed areas;*
6. *Location of utility service lines underground wherever possible. Consideration of site design, including the location and configuration of structures and the relationship of the site's structures to nearby structures in terms of major design elements including scale, materials, color, roof and cornice lines;*
7. *Avoidance of the removal or disruption of historic resources on or off-site. Historical resources as used herein includes designated historical structures or sites, historical architectural elements or archaeological sites.*

After said review the Director may make nonbinding recommendations to the petitioner for changes in the site plan, which changes shall be consistent with accepted and responsible planning principles. Upon completion of the review process, the Director shall indicate, in writing, to the Commissioner of Inspectional Services that the petitioner has complied with the procedural requirements as stated above and whether in his opinion, the petitioner has complied with the dimensional regulations of section 30-15 and the parking regulations of section 30-19. This statement shall be made within sixty (60) days after receipt of the site plan application.